

Town of Bluff

Planning and Zoning Commission Regular Meeting Minutes **APPROVED**

Wednesday October 16, 2024, at 6:00pm

VIRTUAL

190 North 3rd East, Bluff, Utah 84512

6:01 p.m. Roll Call

Chair Amanda Podmore, Vice-Chair Marcia Hadenfeldt, Ed Dobson, Malia Collins

Brian Whitney (Excused)

Town Council Representative: Luanne Hook and Mayor Ann Leppanen (left meeting after the subdivision ordinance)

Hansen Group Representative: Jacob Hansen

Public Comment

There were no public comments made at this meeting.

Approval of October 2, 2024, Regular Meeting Minutes

There were grammatical corrections and Commissioner Hadenfeldt motioned to approve the minutes as corrected for October 2nd, 2024. Commissioner Dobson seconded. There was no discussion on the motion and Commissioners Dobson, Collins, Hadenfeldt, and Podmore all voted in favor. The motion passed.

Old Business

1. Update from Town Council

Council Member Hook stressed the main point of her report was to confirm the joint meeting between the Town Council and the Planning and Zoning Commission. Hook further reported on the activities of the Council that have occurred since the last Planning and Zoning meeting. Including but not limited to the updates to; the Cooperative Culture Center, airport overlay ordinance, strategic planning progress, the EMS breakfast, the Town's emergency manager, and the Town's intention to finalize an emergency generator grant application. Commissioner Hadenfeldt brought forward new information on the airport overlay ordinance and how it may change the joint meeting. Hook clarified the requirements of the overlay ordinance and affirmed that there may be new information to consider.

2. Final Review of Draft Subdivision Ordinance with Hansen Group

The Commissioners and Jacob Hansen worked through the current Subdivision Ordinance draft and discussed each of the Commissioners questions. The discussions centered on clarifying language in the document to correctly reflect the interests of the Town. Commissioners made amendments to language concerning penalties, septic systems, dark skies regulations, fencing, traffic studies and culinary water hook-ups. After work on the ordinance the discussion moved to the projected timeline for the adoption of the ordinance. The immediate next step will be to hold a public hearing, after which the Commission will be able to amend as needed and recommend the ordinance to the Council for adoption. The Hansen group will share the public hearing draft before November 6th, 2024, so the public will have time to read it in time for the November 18th, 2024 public hearing. It is anticipated the final draft can be ready for adoption in December 2024.

New Business:

3. Land Use Clearance Application

There were no Land Use Clearance Applications or news of any pending applications.

4. Commissioner Terms

Chair Podmore announced there were two Commissioner vacancies approaching at the end of November 2024. Marcia Hadenfeldt and Ed Dobson's seats are opening and being advertised for. There were no questions or comments from the Commissioners.

5. Schedule of Meetings for 2025

The Commissioners acknowledged the request by Town Council to submit a 2025 meeting schedule to be approved by the Council. The Commissioners discussed what worked and did not in the current system. The bi-monthly meeting schedule was generally agreed as best practice, but Podmore suggested the Commission designate one meeting a work session then the other a regular meeting. Podmore reasoned there was no demand for two regular meetings a month

and would serve the Commission better to have designated times for work sessions. The present Commissioners agreed and Chair Podmore will consult with the missing Commissioner before they finalize the suggested changes.

6. Amending Ordinance to add penalties for late Land Use Clearances

Following the questions raised by last week's Land Use Clearance the Commissioners were unsure if these amendments were within the jurisdiction of the Commission or the Council. Mayor Leppanen had logged off the meeting and the Commissioners will reach out to the Mayor to confirm who is responsible for instituting the amendments.

7. Scheduling a work session for RV ordinance

The Commissioners confirmed the RV ordinance will be included in the November 18th Public Hearing and will organize a work session where they will prepare that draft for public input. The Commissioners agreed to meet Wednesday October 30th, 2024, at 11:00 am at the Bluff Community Center to work on the RV ordinance. Although most Commissioners will be in-person, virtual attendance will still be offered as a couple Commissioners may need the accommodation.

8. Items for next agenda

At the November 6th Planning and Zoning regular meeting the Commissioners will need to conduct interviews of all applicants for the open Planning and Zoning seats.

The Commissioners will need to approve minutes from the Joint Meeting

Amending Land Use Clearance penalties

Final Schedule of meetings for 2025

Addition of Noise ordinance to include in the Public Hearing

9. Other

There was no other business.

10. Motion to Adjourn

Commissioner Dobson motioned to adjourn, and Commissioner Hadenfeldt seconded. There was no discussion on the motion and Commissioners Podmore, Hadenfeldt, Collins, and Dobson all voted in favor.

The motion to adjourn the meeting passed unanimously and the meeting adjourned at 7:05pm.